

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: October 26, 2009

PERSONNEL LETTER #09-024  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Don Scheppmann, Chief  
Personnel/Payroll Services DivisionRE: **FURLOUGH PROGRAM - RECORDS WITHOUT THE FURLOUGH ESTABLISHED  
EARNINGS ID VIEWDIRECT REPORT**

The State Controller's Office (SCO) will begin providing weekly listings to help departments with the processing of the furlough program. Effective October 26, 2009 listings of employees that are subject to the furlough program that do not have a furlough established earnings ID on his/her employment history (EH) record will be provided through the ViewDirect on-line reporting system. A hard copy version of these listings will not be provided.

Only personnel staff authorized to access ViewDirect will be able to view and print these listings. For more information on accessing and printing ViewDirect reports, please see the ViewDirect User Guide on the SCO web site at [http://www.sco.ca.gov/Files-PPSD/viewdirect\\_user\\_manual.pdf](http://www.sco.ca.gov/Files-PPSD/viewdirect_user_manual.pdf). Each weekly listing will remain on ViewDirect for four weeks. The listings can be found in ViewDirect under the following report ID's and report names:

Report ID	Report Name
PDC9396	EE'S WITHOUT FURLOUGH EID
PDC9395I	EE'S WITHOUT FURLOUGH EID- POTENTIAL DOCK

Both reports will be generated and available on Monday morning using the current EH status from the previous Friday. Entries on the reports are sorted by agency, unit and then by social security number.

**ViewDirect Report ID PDC9396 – EE'S WITHOUT FURLOUGH EID**

This report lists active employees who do not have the furlough established earnings ID but are in a CBID and agency subject to the furlough program.

This listing should be reviewed to ensure the furlough EID is established on the employment history record of the listed employees. Use ViewDirect Report PDC9396 to identify new appointments, employees returning from leave, or other situations where the furlough established earnings should be added to the employee's EH record. Failure to take the appropriate actions in a timely manner could result in overpayments and accounts receivables.

## **ViewDirect Report ID PDC9395I – EE’S WITHOUT FURLOUGH EID – POTENTIAL DOCK**

This report lists employees who could have been on dock and who do not have the furlough established earnings ID on his/her EH record. These records have a 350 transaction effective the beginning of the pay period to remove the furlough established earnings ID and/or a 715 transaction.

Use ViewDirect Report PDC9395I to identify employees who had the furlough established earnings id removed and ensure the established earnings is added to their employment history record effective the beginning of the next pay period.

Both reports will contain information on employees with multiple positions subject to the furlough program where all positions are less than full time. Records with additional position numbers will be indicated with an ‘X’ in the Additional Position field. The employing agency or agencies will need to determine which position or positions are subject to the furlough program. See Personnel Letter #09-020 for more information on furlough processing instructions for employees with additional positions.

If there are any questions regarding the furlough program, please contact the Department of Personnel Administration at (916) 323-3343. For any questions regarding ViewDirect, please contact Jeanna Gonzalez at (916) 322-3899 or [jgonzalez@sco.ca.gov](mailto:jgonzalez@sco.ca.gov).

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